

LIBRARY SUPPORT CHART - 2022-2023

Issues	Primary Contacts	Office Locations
Online Library Catalog – account information, placing holds, etc.	Richmond Circulation Circulation Supervisor Lisa Janes 804-278-4335 ljanes@upsem.edu	Morton Library, Circulation Office
	Charlotte Circulation Library Director, Charlotte David Mayo 980-636-1665 dmayo@upsem.edu	Charlotte Library Office
Library Catalog & Electronic Resources – Access Issues	Dir. of Public and Electronic Services Dir. of Archives, Special Collections Ryan Douthat, 804-278-4217 rdouthat@upsem.edu	Morton Library, Reference Room
Online Research databases - how to search, choosing the database is most appropriate for your search, searching techniques	Richmond Reference Reference Librarian Robin McCall 804-278-4333 rmccall@upsem.edu	Morton Library, Reference Room
	Charlotte Reference Library Director, Charlotte David Mayo 980-636-1665 dmayo@upsem.edu	Charlotte Library Office
Accordance, BibleWorks 10 and other in- house electronic research materials.	Richmond Reference Reference Librarian Robin McCall 804-278-4333 rmccall@upsem.edu	Morton Library, Reference Room
	Charlotte Reference Library Director, Charlotte David Mayo 980-636-1665 dmayo@upsem.edu	Charlotte Library Office
Research in Archives, Special Collections	Dir. of Public and Electronic Services Dir. of Archives, Special Collections Ryan Douthat, 804-278-4217 rdouthat@upsem.edu	Morton Library, Reference Room
Library Catalog – Media or Curriculum Searching	Instructional Services Librarian Dora Rowe 804-278-4324 drowe@upsem.edu	Morton Library, Instructional Resource Center
Library Instruction – Individual or Course-Based	Instructional Services Librarian Dora Rowe 804-278-4324 drowe@upsem.edu	Morton Library, Instructional Resource Center
	Library Director, Charlotte David Mayo 980-636-1665 dmayo@upsem.edu	Charlotte Library Office
Online Tutorials for Library Resources	Instructional Services Librarian Dora Rowe 804-278-4324 drowe@upsem.edu	Morton Library, Instructional Resource Center

Digital Resources for Teaching (such programs as VoiceThread, Prezi, infographics, etc. as well as mobile apps for teaching/learning)	Instructional Services Librarian Dora Rowe 804-278-4324 drowe@upsem.edu	Morton Library, Instructional Resource Center
Web tools/programs: Podcasting, video editing, basic sound editing, developing a website with WordPress, graphics programs (e.g. Canva)	Instructional Services Librarian Dora Rowe 804-278-4324 drowe@upsem.edu	Morton Library, Instructional Resource Center
Finding Creative Commons or copyright-free images or music or finding licensing for media	Instructional Services Librarian Dora Rowe 804-278-4324 drowe@upsem.edu	Morton Library, Instructional Resource Center
Video Streaming Services (access, creating clips, etc.)	Instructional Services Librarian Dora Rowe 804-278-4324 drowe@upsem.edu	Morton Library, Instructional Resource Center
Library Webmaster, online systems, broken links.	Instructional Services Librarian Dora Rowe 804-278-4324 drowe@upsem.edu	Morton Library, Instructional Resource Center
Interlibrary Loan	Technical Services Assistant I Mengistu Lemma 804-278-4337 mlemma@upsem.edu	Morton Library, Technical Services Office
Intra-library Loan (Charlotte Requests)	Library Director, Charlotte David Mayo 980-636-1665 dmayo@upsem.edu	Charlotte Library Office
Library Director, Charlotte	Library Director, Charlotte David Mayo 980-636-1665 dmayo@upsem.edu	Charlotte Library Office
Seminary Librarian	Seminary Librarian Christopher Richardson 804-278-4234 crichardson@upsem.edu	Morton Library, Seminary Librarian's Office